The City of
DeSotoTexas Live, Work, Play in DeSoto

Public Library

Presents:
iPad Basics

By Angie Harris
Adapted from the Texas State Library's TEAL for All Texans Student Resources Manual

iPad Basics Topics

- ❑ What is an iPad?
- ❑ Navigating the iPad
- ❑ Customizing the iPad
- ❑ Buying an iPad

Goals and Objectives

- Learn what an iPad is, the different types and its uses.

- Learn the basics of using an iPad

- Learn how to download, organize and customize apps and settings

- Decide whether an iPad is right for you

What is an iPad?

Apple iPad

- The iPad is a portable tablet computer created by Apple for work and play convenience.
- It operates as a touchscreen device meaning that access to its multiple functions are literally at your fingertips.

Two Types of iPads

iPad

- 5 versions with the most current being the iPad Air
- Comes with 16gb, 32gb, or 64gb of storage space
- Wi-Fi or Wi-Fi + 4g capable
- Has a 9 inch screen
- More power and speed equals higher price

iPad Mini

- 3 versions
- Comes with 16gb, 32gb, or 64gb of storage space
- Wi-Fi or Wi-Fi + 4g capable
- Has a 7 inch screen
- Less power and speed equals lower price

iPad Mini   iPad

What can I use it for?

- Browsing the Internet
- Checking Email
- Social Networking
- Watching Movies
- Playing Games
- Listening to Music

- Reading Books
- Taking Pictures
- Taking Notes
- Editing & Viewing Documents
- Video calls
- Using other helpful apps

What don't I use it for?

- *Real Work:* Creating or doing extensive editing to long documents can be more time intensive on a tablet than on a laptop or desktop

- *Handling roughly:* a tablet is essentially a lightweight piece of glass and electronics so be sure to protect it

- *Using in bright sunlight:* like on many touchscreen devices, direct sunlight can make the screen appear dim and thus hard to read

What Comes with an iPad?

- iPad
- USB Cable Connector- for connecting your iPad to the AC Adaptor and to the computer
- AC Adaptor- for charging your iPad in an outlet
- **Note:** you can purchase additional accessories that make your iPad easier to use for you such as a stylus, keyboard, screen protector, and case
- **Note:** First iPad doesn't have a camera. First 3 generations have a wide 30 pin connector, while all newer generations have a smaller lightning connector.
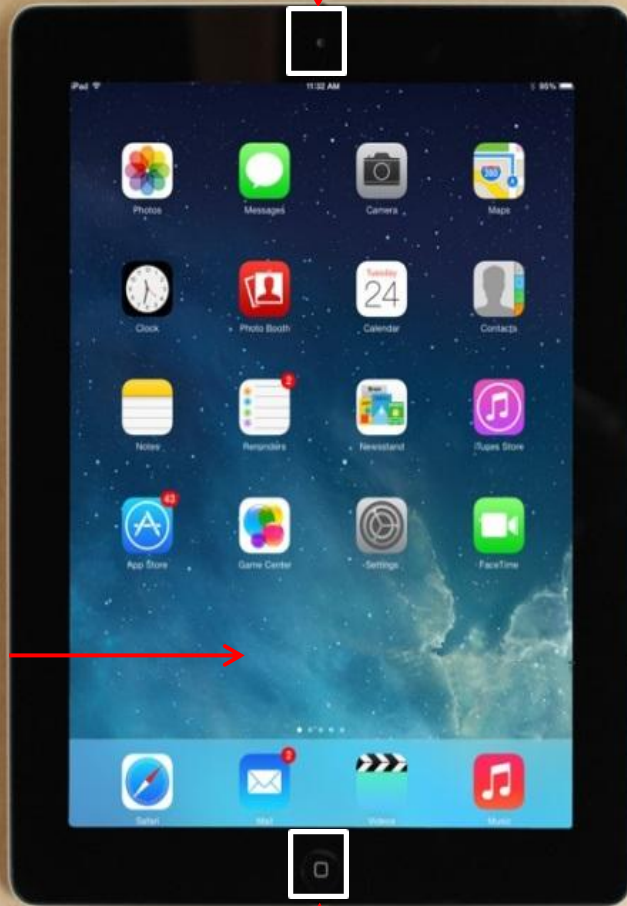
Navigating the iPad

iPad Features*

1. **<u>Front Camera</u>** - camera used to capture your face

2. **<u>Touch Screen</u>** - the screen where your iPad system shows up

3. **<u>Home Button</u>** - takes you to the homepage when you press it once and takes you to a screen to exit applications when you press it twice

4. **<u>On/Off & Sleep/Wake Button</u>** - Turns your iPad on or off when held down. Puts your iPad to sleep or wakes it up when pressed once.

5. **<u>Microphone</u>** - picks up sound

6. **<u>Headphone Jack</u>** - plug in your headphones

7. **<u>Back Camera</u>** - used to capture pictures of your surroundings

8. **<u>Side Switch</u>** - controls your screen rotation or mutes sound

9. **<u>Volume Buttons</u>** - turns sound up or down

10. **<u>Speaker</u>** - where sound plays from

11. **<u>Dock Connector</u>** - where you connect your USB cable connector for charging or connecting to a computer

iPad Features

1. Front Camera

2. Touch Screen

3. Home Button
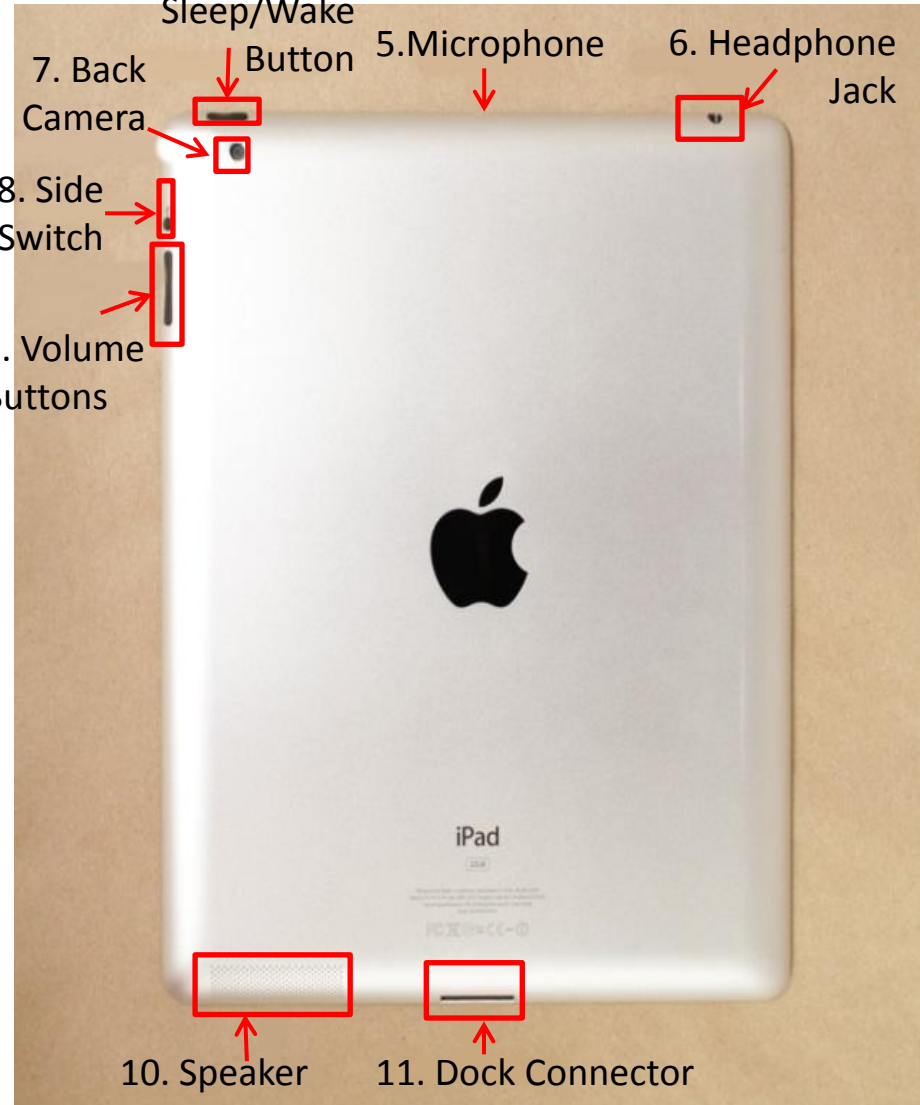
4. On/Off Sleep/Wake Button

5. Microphone

6. Headphone Jack

7. Back Camera
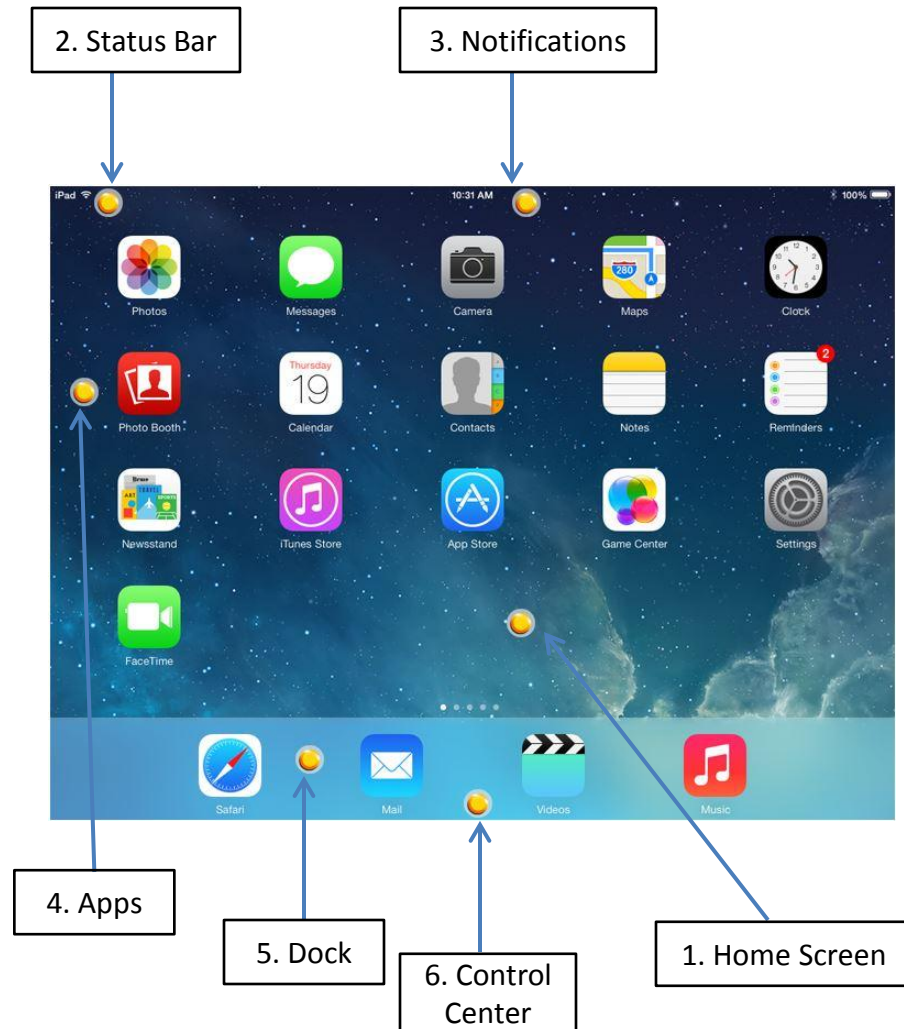
8. Side Switch

9. Volume Buttons

10. Speaker

11. Dock Connector

Home Screen*

1. **Home Screen:** the home screen is the first thing you see when you turn on your device. It's where all of your apps are kept and you can even add multiple screens, to make room for more apps, and to organize the icons. To navigate between screens, *swipe left or right*.

2. **Status Bar:** the status bar at the top of the screen displays current information about your iPad. This includes (from left to right) the status of your internet connection, the time, and your remaining battery life.

3. **Notifications:** to view your notifications, pull or swipe down from the top of the screen. A window will show you reminders, unread emails, and other activity on your iPad. To go to the source of the notification, just *tap* the one you want.

4. **Apps:** the icons you see on screen are shortcuts to your apps. In this example, the icons that appear here include built-in apps that came with iOS and apps you download. To open an app, simply *tap* the one you want.

5. **Dock:** the dock at the bottom of the screen is designed for your most frequently used apps. By default, it includes Safari, Mail, Photos, and Music. You can customize your dock by adding or removing icons, so you always have access to your favorites. It can fit up to 6 apps.

6. **Control Center:** the control center allows you to quickly access frequently used settings for your device. *Swipe up* from the bottom of the screen to adjust the screen brightness, turn Wi-Fi on and off, open the Camera app, and more.

2. Status Bar

3. Notifications

4. Apps

5. Dock

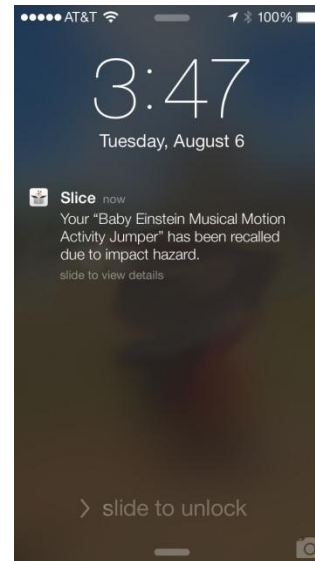6. Control Center

1. Home Screen

Touch Gestures*

Gestures, sometimes called **multi-touch gestures**, are what you'll use to open apps, navigate the Web, and more.

- **Tap** to select or open something on the screen; for example, an app or a link. You can also tap and hold to occasionally access other options (such as copy and paste).
- **Drag** to scroll up and down, left and right, or any other direction on the screen.
- **Swipe left or right** to flip through pages on the Home screen, photos, or pages in an e-book.
- **Double-tap** to zoom in or out on photos, webpages, and certain apps.
- **Pinch** to zoom in or out almost anywhere.

- **Swipe left or right with four fingers** to switch between open apps.
- **Pinch five fingers together** to jump to the Home screen, no matter where you are.
- **Swipe up with four fingers** to pull up the multi-tasking bar where you can navigate to or close an open program.
- **Swipe down from the middle of screen with one finger** to pull up the ipad search feature
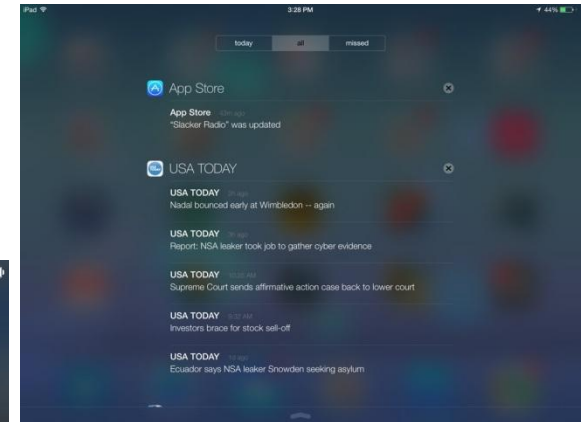
Notifications

Notification Center

Alert

- **Notifications** are pop-ups, banners, and other audio/visual cues that work with the apps on your device. They're designed to let you know when something needs your attention, or when there's been any recent activity (for example, on Facebook).
- Notifications behave differently in each app, but they all have one thing in common: They can help you keep up with everyday tasks and responsibilities. You can receive notifications three different ways:
  - Via the **Notification Center** (just **swipe down** from the status bar to open it at any time)
  - As an **alert** (a pop-up or banner)*
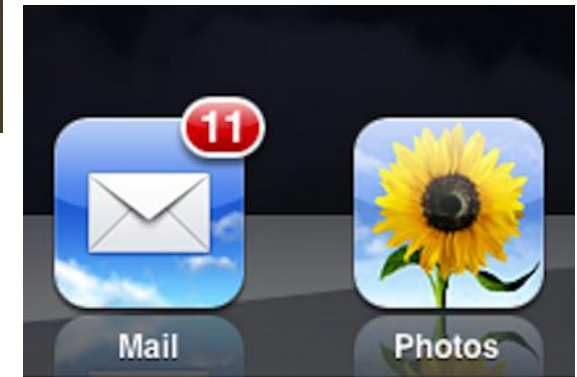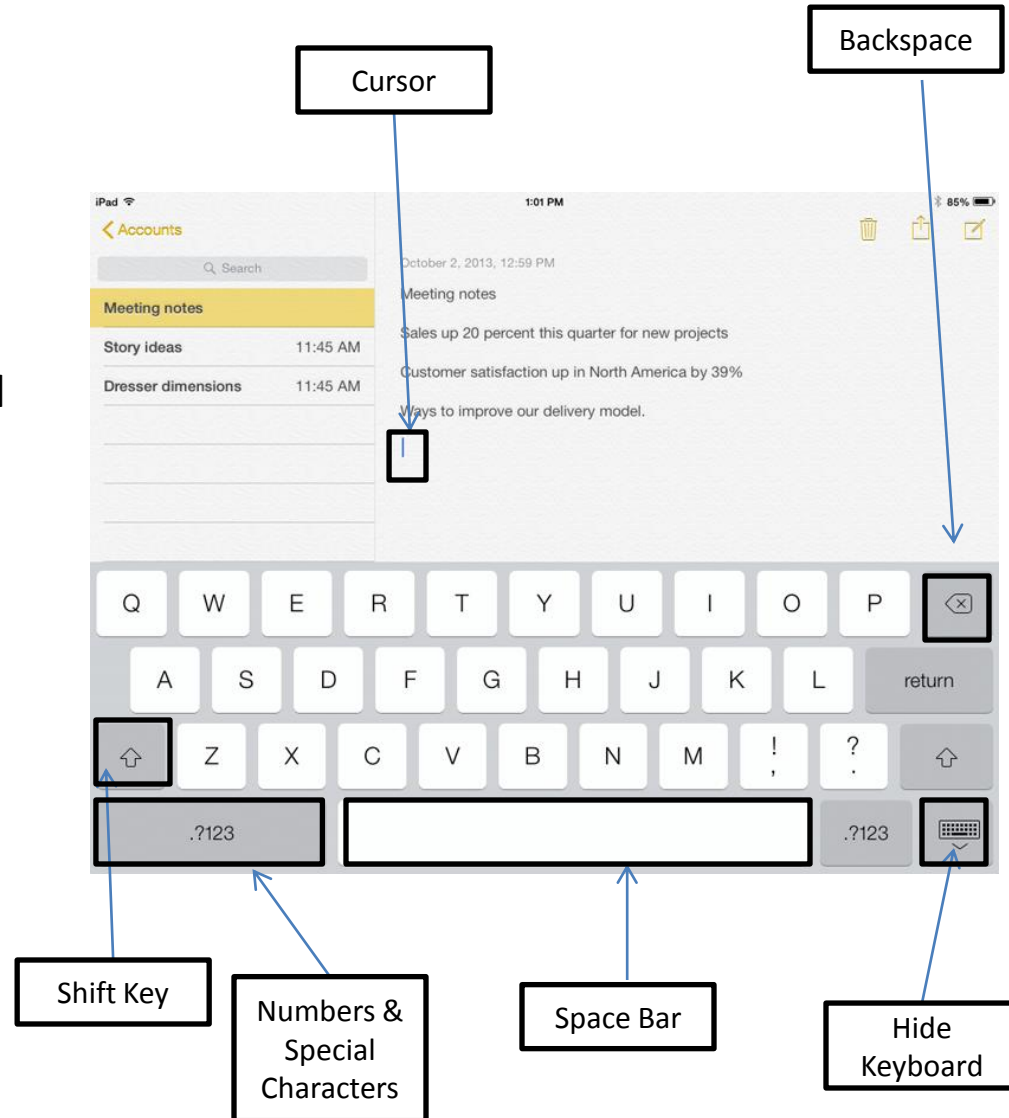 - As a **badge** on the app icon itself*

Badge

Control Center*

- The Control Center allows you to quickly access frequently used settings for your device. Just *swipe up* from the bottom of the Home screen to access the Control Center. Below are some of the most helpful settings:

    - **Volume control**: Use this option to adjust the speaker or headphone volume.
    - **Airplane Mode**: Toggle this option to activate Airplane Mode, which will turn off Wi-Fi and 3G/4G.
    - **Wi-Fi**: Toggle this option to turn Wi-Fi connectivity on and off.
    - **Do Not Disturb**: Toggle this option to use Do Not Disturb, which can limit notifications during certain hours.
    - **Rotation lock**: Use this option if you don't want the screen to change orientation when rotating the iPad.
    - **Screen brightness**: Use this option to adjust the iPad's screen brightness.

Virtual Keyboard*

- The iPad has a built-in **virtual keyboard** that you can use to input text on your device. The keyboard will appear whenever you tap a text field. For example, the keyboard will appear when composing an email, writing a note, or entering a website address. Layout is similar to a physical keyboard:

  – <u>Cursor</u> – shows where text will insert
  – <u>Backspace</u> – tap once to erase one letter, press and hold to erase entire words
  – <u>Shift Key</u> - tap once to capitalize a letter, tap twice to turn on caps lock
  – <u>Numbers & Special Characters</u> – tap once to switch the keyboard to numbers and special characters
  – <u>Space Bar</u> - tap once to add a space, double tap to automatically add a period at the end of a sentence.
  – <u>Hide Keyboard</u> – hides the keyboard. Tap in a text field to bring keyboard back up

Cursor

Backspace

Shift Key

Numbers & Special Characters

Space Bar

Hide Keyboard

Keyboard Features

- **<u>Suggestions</u>** – the iPad will offer suggestions as you type. When typing, simply tap the space bar to use a suggestion.
- **<u>Auto-Correction</u>** – the iPad will correct commonly misspelled words automatically. However, it is not perfect so always make sure to check your text.
- **<u>Spell Check</u>** – the iPad will also note spelling errors as you type. Any misspelled words will be underlined in red. To view suggestions for the correct spelling, tap the word and tap the correct spelling to replace the misspelled word.

- **<u>Moving the Cursor</u>** – you can edit your text without having to erase existing text by moving your cursor to the desired location. Simply tap where you want the cursor to be. You can also press and hold the screen, then (without removing your finger) drag the magnifying glass to choose a location for the cursor.
- **<u>Copy and Paste</u>** – you can move text from one location to another with copy and paste.
  - *Copy:* Double tap the screen next to the text you want to select then drag the blue handles that appear over the text to highlight. Menu options will appear above the text including cut, copy, and paste. Tap Copy.
  - *Paste:* Double tap the desired location for the text then tap Paste.

Siri & Voice Dictation

- **Siri** is a useful feature that comes with the most recent versions of the iPad (the iPad 2 and earlier do not have it). Sometimes referred to as a virtual assistant, it can help you with things such as sending messages, scheduling meetings, and searching for nearby restaurants.
- Powered by the sound of **your voice** rather than gestures or your keyboard, Siri can understand and respond to complex requests like, *Remind me that I have a doctor's appointment on the 18th,* or *What's the weather like today?*
- To open Siri just press and hold your home button till it beeps to let you know Siri is activated

- **Voice dictation** allows you to enter text without having to use the keyboard. To use voice dictation, tap the **microphone icon** on your keyboard, then start talking. The iPad will listen to what you say and try to transcribe it. You can even add punctuation by saying words like "period" or "question mark" when you reach the end of a sentence. When you're done, tap the microphone icon again—your words will be converted to text.

Review

- What's one thing I wouldn't use an iPad for?
- Where is your on/off &sleep/wake button?
- How do you access your notifications? How do you open a notification?
- How do you access your control center? What's one command listed in the control center?
- What are the 8 touch gestures?
- How do you pull up your virtual keyboard?
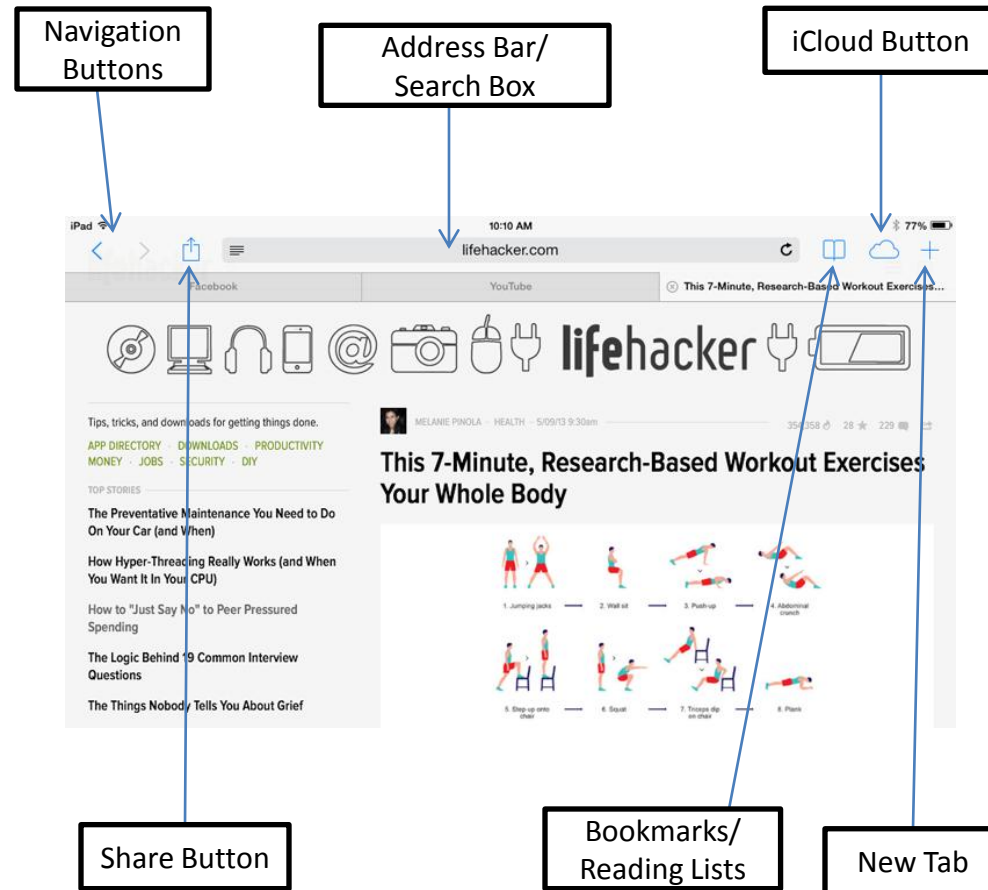- How do you open Siri?

Customizing the iPad

Common Apps

- **<u>Safari</u>** – internet browser
- **<u>Mail</u>** – email service
- **<u>Camera</u>** – take pictures or record video
- **<u>Photos</u>** – store and view pictures you take
- **<u>Messages</u>** – receive text messages from your other apple devices
- **<u>Contacts</u>** – store and sync your contacts list

- **<u>Calendar</u>** – plan events and get reminders
- **<u>App Store</u>** – purchase and download apps
- **<u>Settings</u>** – customize everything about your iPad
- <u>Videos</u> – store and watch downloaded videos
- <u>Music</u> – store and play downloaded music

Safari*

- **Safari** is a web browser that comes built in to the iPad. You'll use it to access websites on your device. Safari's interface is similar to those you might find on a desktop web browser, and it also has a few unique features to make mobile browsing easier.
- **Navigation Buttons** – use the back and forward buttons to navigate between pages you've visited
- **Share Button** – you can create a bookmark, save a page to your reading list, add a page to your home screen, and share pages through email and social media
- **Address Bar/Search Box** – type in web addresses here or search the web
- **Bookmarks/Reading Lists** – access your bookmarked sites and reading list
- **iCloud Button** – access sites you have open on your other Apple devices
- **New Tab** – create a new tab to go to another website
- **Note:** You can double tap or pinch the screen to zoom in or out on websites you visit

Navigation Buttons

Address Bar/ Search Box

iCloud Button

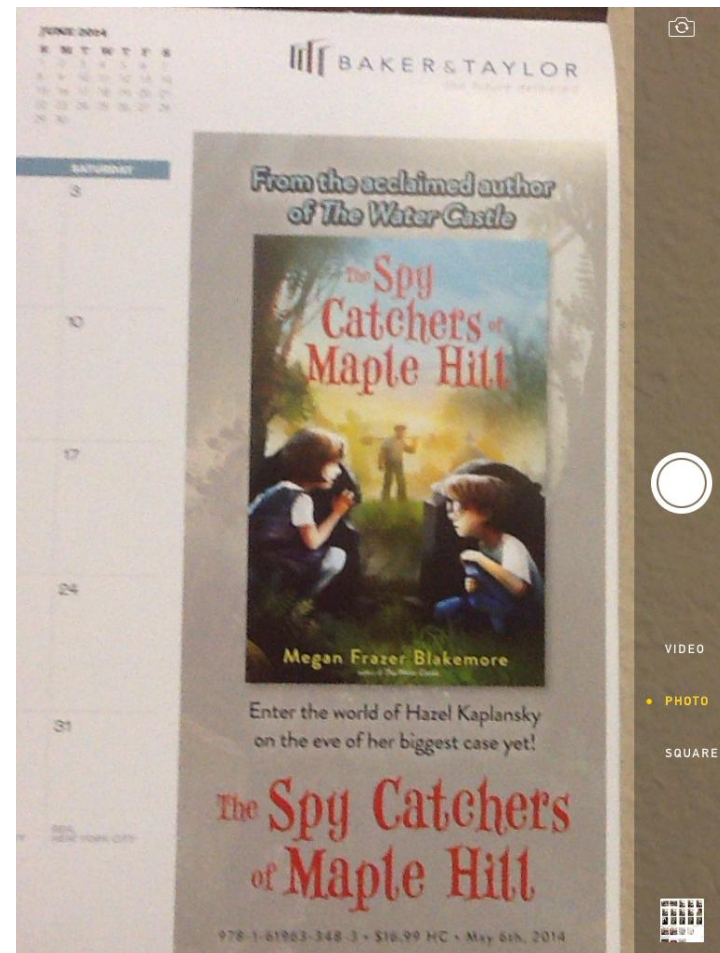Share Button

Bookmarks/ Reading Lists

New Tab

Mail*

- **Mail** is probably one of the first apps you'll want to set up on your iPad. You can use it to view and send emails, reply to messages, and manage your inbox—all the things you're used to doing with your email account.

- The first time you open the Mail app, you'll need to connect it with an existing email address. Select your email provider, then follow the instructions to connect your account with the Mail app. When you're done, you'll be able to send and receive emails from that account on your iPad.

- If you use more than one email account you can add multiple accounts to the Mail app, allowing you to manage all of your messages in the same place.

- To add another email account, open **Settings** from the Home screen, tap **Mail, Contacts, Calendars** in the left pane, then select **Add Account**. Follow the instructions to connect the new account.

- When you receive a new email, a **badge** will appear on the app icon. The number indicates how many **unread emails** are in your inbox. This allows you to quickly see if you have new messages without opening the Mail app.

- By default, every email you send will include the words **Sent from my iPad** at the bottom of the message. This is the default **email signature** for the Mail app. If you'd like to customize or remove the email signature, open **Settings** from the Home screen, tap **Mail, Contacts, Calendars** in the left pane, then select **Signature**.

- **Note:** An alternative to the built in Mail app is to download the Yahoo app or Google app to access your email.

Camera

- The **Camera** app is used to take photos and videos with your iPad.

- Use the **pinch gesture** to zoom in and out when taking a photo.

- Rotate the iPad to change the camera orientation from **Portrait** to **Landscape**.

- Tap the **Flip Camera** button in the top-right corner to switch between the front- and rear-facing cameras. You can use the front-facing camera to take a photo of yourself and for video call apps like Skype and FaceTime.

- You can also use the Camera app to record **video**. To do this, swipe to **Video**, then tap the **Record** button.

- Press the **Home** button and the **Sleep/Wake** button at the same time to take a screenshot. This will take a picture of whatever is currently displayed on your iPad's screen.
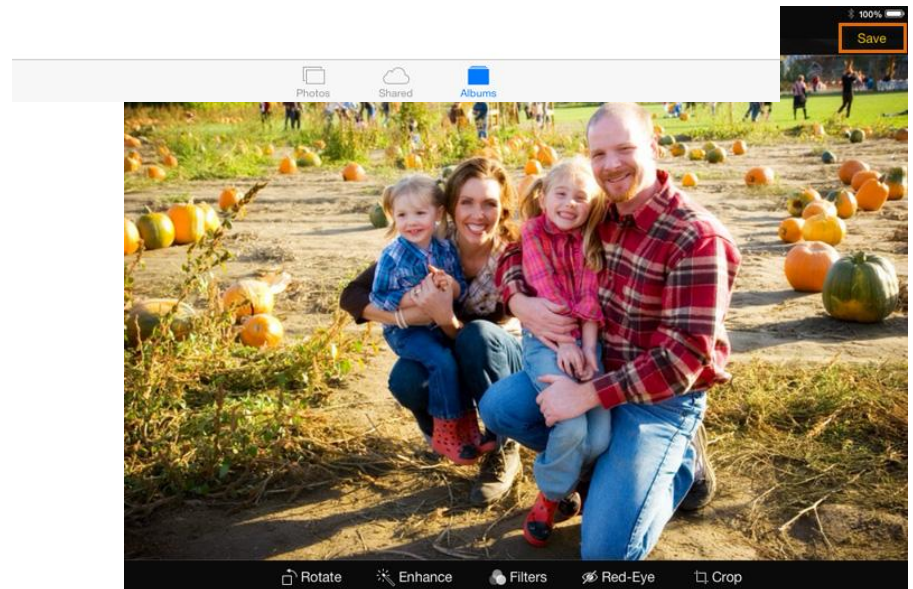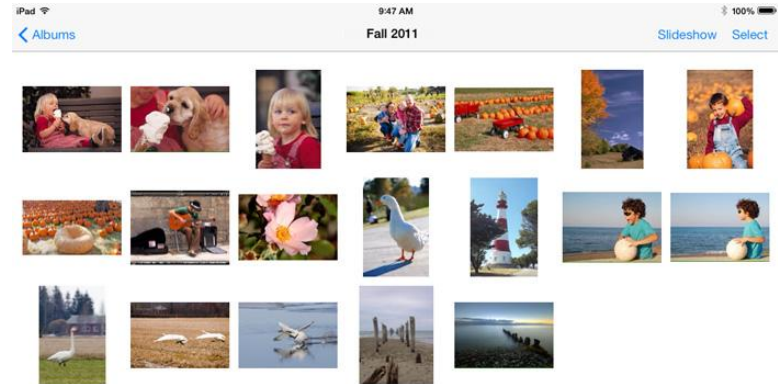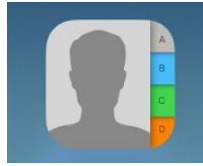
Flip Camera

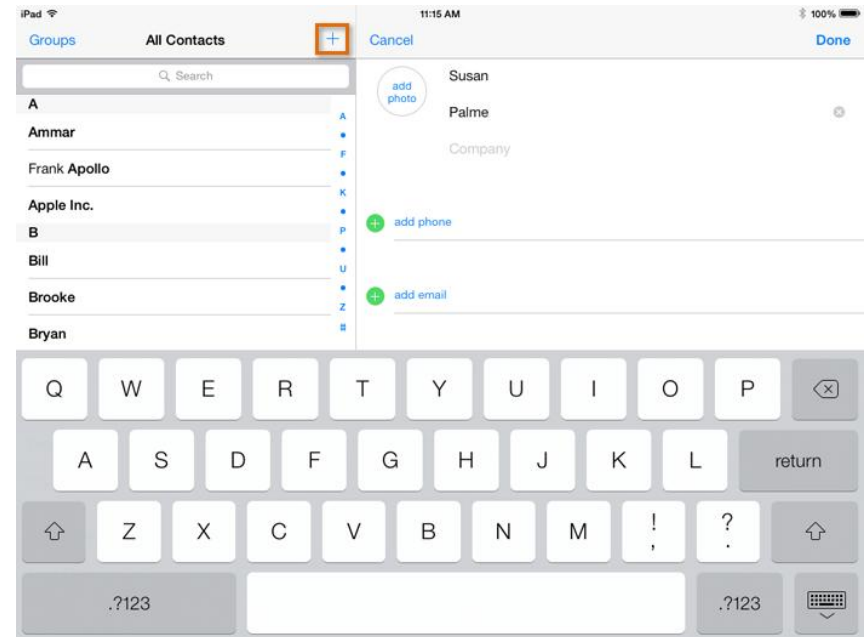Capture

Photo or Video

Photo Gallery

Photos

- The **Photos** app is where your iPad stores all photos and videos you take. You can use Photos to organize your photos and videos into albums, create slideshows, and share your media in a variety of ways.
- **Edit** - To access options, tap on a picture then tap *Edit* in the top right corner, *Share* in the bottom left corner, or *Trash* in the bottom right corner. To scroll through pictures swipe left or right.
- **Photos –** from the photos screen you can select multiple pictures to share, delete, or add to an album
- **Albums –** from the albums screen you can add or delete albums

Contacts

- The Contacts app allows you to save contact information for the people you know. You can use saved contact information to quickly place a FaceTime call, send an email, and more. The iPad allows you to create as many contacts as you need.
- **To add a contact:**
  - Tap the **Contacts** icon on the Home Screen.
  - The contacts list will appear. Tap the **+** button.
  - Enter the desired contact information such as first and last name, email address, phone number, street address, birthday, relationship label and more.
  - When you're finished, tap **Done**.
- To edit information for an existing contact, select the contact, then tap **Edit** in the top right corner.
- If you have a lot of different people saved to your contacts list, it can be difficult to find a contact quickly. Fortunately, there are two easy ways to navigate your contacts:
  - **Search**: You can quickly search all of your contacts by using the **Search** bar at the top of the contacts list. Just tap the Search bar and type. Any contacts matching your search will appear.
  - **Browse by letter**: You can quickly browse through your contacts list by letter. Just tap the desired letter to the right of the contacts list. You can also drag your finger up or down the letters to quickly scroll through your contacts.
- **Note:** Siri uses relationship labels to respond to more personal requests such as "call my husband" or "send brother a text"
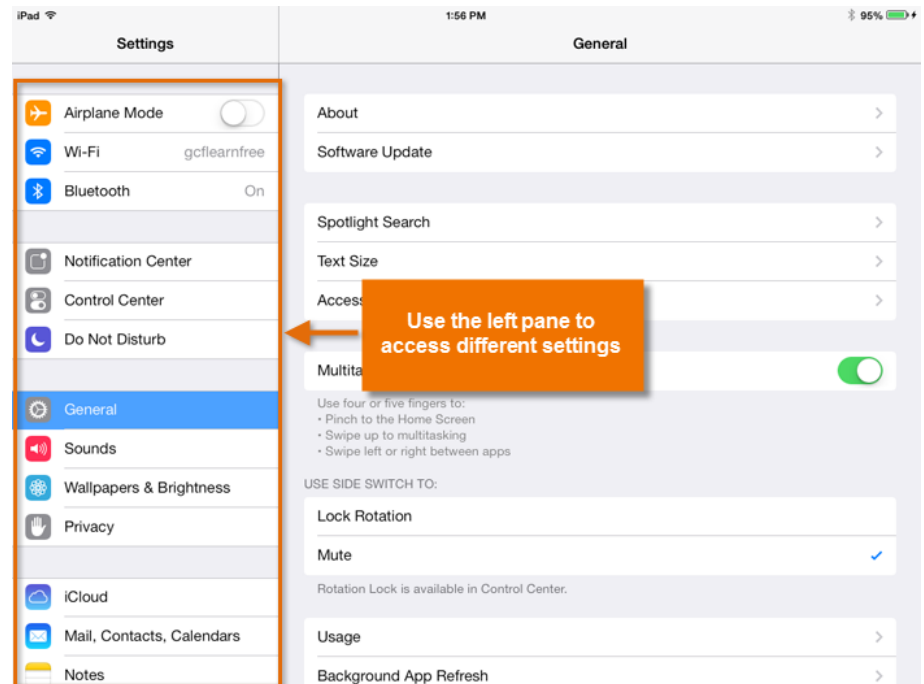
Messages & Calendar

- The **Messages** app can be used to send instant messages to your contacts if your friends also use Apple devices, like a Mac or an iPhone. The **iMessage** feature allows you to send unlimited text messages, photos, videos, and more to those users.

- The **Calendar** app is used to manage your schedule by adding meetings, appointments, and other events. It's easy to create and edit events and appointments as needed. The app comes with several helpful features, including alerts and reminders for important events.

- If you want to be reminded about a certain event, you can set an **event alert**. To set an event alert or add other event details, tap the event, then tap **Edit**. You can also edit these details when creating the event.
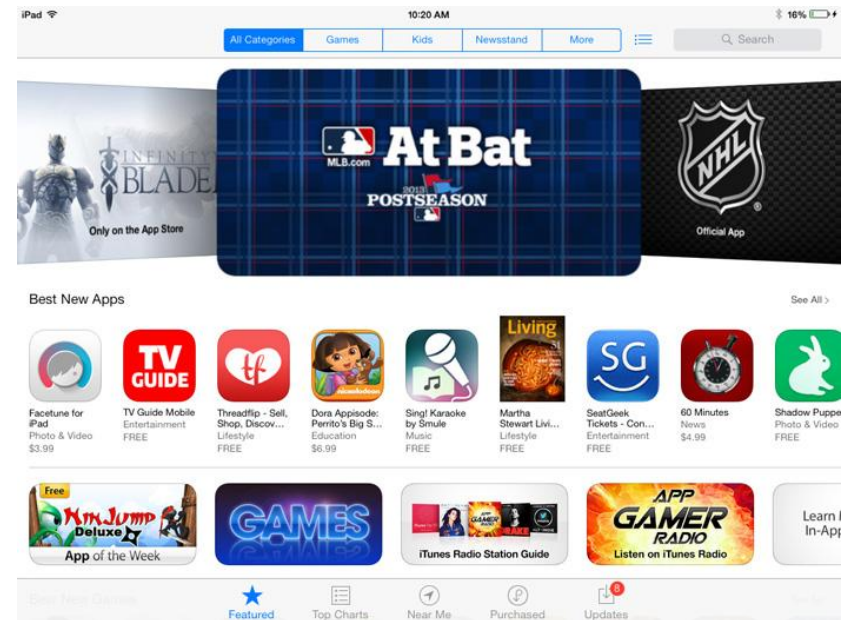
Settings*

- Once you're more familiar with the iPad, you may want to take some time to review and customize your device's **Settings**. Settings control everything from the way your iPad works to the data it shares with apps and other devices. You can open Settings by tapping the icon on your Home screen.

- Settings gives you easy access to many different things, including settings for your apps, email accounts, and iCloud. To view or edit your options, tap an item in the left pane. We will focus on the two settings controlling your security and privacy.

- **General**: From here, you can download software updates that fix bugs and other improvements, set security options like a passcode to unlock your iPad, and manage restrictions which allows you to choose who can access certain apps on your iPad.

- **Privacy**: From here, you can manage your privacy settings such as when third-party apps sometimes request access to your personal information. You can turn on or off their access to your info. You can also turn on or off Location Services which uses Wi-Fi or data to pick up where you are for apps such as Google Maps and Weather.

Use the left pane to access different settings

App Store*

- The **App Store** gives you access to hundreds of thousands of apps. You'll find everything from games to entertainment to productivity tools—even apps that can help you with common tasks like studying for an exam, cooking dinner, or keeping track of travel plans.

- There are thousands of apps you can download for free. Many other apps cost as little as $0.99, although some may be more expensive. If you're not sure which apps to try first, the App Store can help by giving you recommendations or showing you what's popular with other iPad users.

- **Note:** You will need an Apple ID to download apps from the App Store. An Apple ID is the identity or account that you use to have access to most Apple services

Downloading & Updating Apps

Downloading*

- If you're new to the App Store, Apple has organized some of the most useful and popular apps for new iPad users in one place. Open the *App Store*, scroll down to *Quick Links* and tap one of the groups in that category

- Simply tap an app to learn more about it. The *app page* will appear with information about how the app works, user reviews, screenshots, and more.

- When you're ready to download an app, just click on the price (or Free if the app is free) and tap Install

Updating

- Over time, many apps receive **updates** from the app's developer. Updates usually help an app run more smoothly and may even introduce new features. When an update is available for any of your installed apps, a notification badge will appear on the App Store icon on the Home screen.

- To update your apps, open the App Store, then tap *Updates* in the bottom-right. A list of available updates will appear. To update an app, tap *Update.* You can also tap *Update All* to install all available updates.

- You can also set apps to update automatically when you go to *Settings*, then *iTunes & App Store.*

Organizing Apps*

- **Moving Apps:** rearrange your icons by touching and holding any app on the Home screen. When the icons begin to shake, drag and drop them wherever you want. To move an icon to another screen, drag it to the left or right edge and hold until it switches to the new screen. When you're done, press the Home button to make the icons stop shaking.

- **Deleting Apps:** delete apps by pressing and holding any app on the Home screen, then tapping the **X** in the top-left corner. Note that built-in apps cannot be deleted. When you're done, press the Home button.

- **Creating Folders:** create a folder by pressing and holding any app on the Home screen, then dragging one icon on top of another. To add more icons to the folder, keep dragging and dropping the ones you want. This is a great way to organize similar apps and remove clutter from your Home screen. The iPad will come up with a name that best suits the apps you've placed in a folder but you can also rename it. When you're done, press the Home button.

- **Switching Between Apps:** to switch between open apps you can
  - double tap the home button to bring up a preview of all the apps you have open and you can just scroll through and click on the one you want
  - use your multitask gesture by *swiping left or right with four or five fingers*

- **Closing Apps:** when you switch to the Home screen, the app you're using doesn't actually close; it just remains paused in the background. Quickly press the Home button two times. A preview of your current apps will appear. *Swipe up* on any app to close it.

- **Search for Apps:** search for apps by swiping down from the middle of the Home screen. A search box will appear at the top of the screen. Start typing the name of the desired app—any apps matching your search will appear.

Helpful Apps to Download

Business/Productivity

- Adobe Reader
- Calculator
- Dropbox
- Evernote
- Google Chrome
- Documents Free
- Unstuck

Education

- Duolingo
- Fitbrain
- iTunes U

Entertainment & More

- Break
- Find My iPhone
- MyFitness Pal or Lose It
- Paper
- Pocket
- Tripit
- Wimp
- Youversion Bible
- Zenview

Food & Dining

- AllRecipes
- Epicurious

Lifestyle

- Google Maps
- Groupon
- Living Social
- Remote
- TV Guide
- Yelp

Literature

- 3M Cloud Library
- Dallas Library
- Goodreads
- iBooks
- Kindle App
- Readability
- Webster's Dictionary

Medical

- Clevermind
- Drugs.com
- iTriage
- MedWhat
- Rehab L.Limbs

Movie/Video

- Crackle
- Hulu
- Netflix
- Youtube

Music

- Pandora
- Shazam
- Songza
- Soundhound
- Spotify
- Tuneinradio

News & Sports

- ABC
- CBS
- CNN
- The ScoreMobile
- Weather Channel (Accuweather)

Shopping/Fashion

- Amazon Mobile
- Ebay
- Etsy
- Fashion Kaleidoscope
- Glasses.com
- Pose

Social Networking

- Facebook
- Linkedin
- Pinterest
- Skype
- Tumblr
- Twitter

Review

- Where do you go to browse the internet?
- Where do you go to customize everything about your iPad?
- Where do you go to download apps?
- If I wanted to move an app, delete an app, or create a folder, what's the first thing I do?
- How do I close an app?
- What is a notification badge?

Buying an iPad

To Buy or Not to Buy

Pros (Buy)

- Portability
- Access
- Ease of Use
- Workspace
- Apps
- Replace a Laptop
- Simple Interface
- Rarely if ever will break

Cons (Don't Buy)

- Price
- Not suitable for work intensive people
- Don't use computers or other devices much

Price

iPad Air	iPad with Retina Display	iPad Mini with Retina Display	iPad Mini
Wi-Fi	**Wi-Fi**	**Wi-Fi**	**Wi-Fi**
16GB $499	16GB $399	16GB $399	16GB $299
32GB $599		32GB $499	
64GB $699		64GB $599	
128GB $799		128GB $699	
Wi-Fi + Cellular	**Wi-Fi + Cellular**	**Wi-Fi + Cellular**	**Wi-Fi + Cellular**
16GB $629	16GB $529	16GB $529	16GB $429
32GB $729		32GB $629	
64GB $829		64GB $729	
128GB $929		128GB $829	

For full specifications go to www.apple.com/ipad/compare

iPad Alternatives (tablets)

- Google Nexus 7   ($188 - $285.99)
- Google Nexus 10   ($399)
- Samsung Galaxy Note 10.1   ($477.99 - $549.99)
- Samsung Galaxy Tab products   ($189.99 - $500)
- Toshiba Excite   ($199 - $599)
- LG G pad   ($300)
- Sony Experia Tablet   ($450)

For full details, specifications, pros, and cons do a Google search for 'tablet comparisons'

Where to Buy

- Amazon
- Apple Store or Website
- Best Buy
- Conn's
- Fry's
- Microsoft Store Website
- Staples
- Walmart